

CA-PMMProject Name: BreEZeOCIO Project #: 1110-110Department: Department of Consumer AffairsReporting Period: From: To:**Team Member to Project
Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Accomplished this week			
Planned/Scheduled Completion in Next Two Weeks			
Status Summary	Yes/No	Explanation	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

Status of Assigned Issues

Issue Number	Description	Due Date	Status
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CA-PMM**Project Name:** BreEZe**OCIO Project #:** 1110-110**Department:** Department of Consumer Affairs**Reporting Period:** From: To:**Team Member to Project
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Project Name: BreEZe

OCIO Project #: 1110-110

Department: Department of Consumer Affairs

Reporting Period: From: 12/1/09 To: 12/31/09

Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	Yes			
2. Were any key milestones or deliverables rescheduled?	No			
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			
8. Are there any new major issues?	No			
9. Are there any staffing problems?	Yes	Business Manager assignment has not occurred to date.	Business review of RFP functional system requirements will start later than anticipated.	Engage Business Manager and expedite functional requirements review to meet planned RFP release date.

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Project Manager to Sponsor

Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No		
2. Do any key milestones or deliverables need to be rescheduled?	No		
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	Functional business requirements review will start later than plan.	Engage Business Manager and expedite functional requirements review to meet planned RFP release date.
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	No		

Project Name: BreEZeOCIO Project #: 1110-110Department: Department of Consumer AffairsReporting Period: From: 12/1/09 To: 12/31/09**Project Manager to Sponsor****Current Status and Accomplishments:***Describe deliverables completed and milestones met during this reporting period.*

The project's request to the DGS to use an Alternative Procurement approach under Public Contract Codes Section 6611 was approved December 15. The project's request to the DGS to increase the Request for Proposal's (RFP) technical score weight factor to 60% was approved December 16. The project team is finalizing the Information Technology Procurement Plan (ITPP) by incorporating the DGS' approvals in the plan. The RFP is also currently under development with a target submittal date to DGS of Thursday January 7, 2010. The project also plans to release a Request for Offers (RFO) for Project Management Services in January.

Project Milestones:*List key milestones and their dates from the project schedule.*

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Release RFP	1/28/10	1/28/10	On Target		
Hold Stage I Bidder's Conference	2/11/10	2/11/10	On Target		
Stage I Proposals Due	4/6/10	4/6/10	On Target		

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	✓			
Milestones	✓			
Deliverables	✓			
Resources	✓			
OneTime Cost	✓			
Continuing Cost	✓			

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Sponsor to Executive Committee

Summary Milestones and Highlights

Project Milestones:

List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.

Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Release RFP	1/28/10	1/28/10	On Target		
Hold Stage I Bidder's Conference	2/11/10	2/11/10	On Target		
Stage I Proposals Due	4/6/10	4/6/10	On Target		

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	✓			
Milestones	✓			
Deliverables	✓			
Resources	✓			
One Time Cost	✓			
Continuing Cost	✓			

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Sponsor to Executive Committee

Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	1 Yellow	Executive Leadership holding a stakeholder project overview meeting to gain buy-in.
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0 Green	Proposed solution involves mainstream technologies.
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	0 Green	On-Schedule.
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0 Green	Resources within plan.
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	0 Green	Project mitigating two (2) high-severity risks.
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	0 Green	Issues being resolved timely.
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	0 Green	Sponsor fully committed to project.
	Partially engaged	1		
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0	0 Green	Project fully aligns with multiple Department Goals and Objectives.
	Partial alignment	1		
	Weak or no alignment	2		
9. Value-to-Business	Strong	0	0 Green	Project essential to Department's mission
	Medium	1		

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	Weak	2	5	mission.
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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0	Green	No rating as project is in pre-procurement phase.
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	0	Green	On-Schedule.
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	0	Green	On-Schedule.
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	0	Green	Resources within plan.
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	Green	No overtime utilization.
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	0	Green	Team acts as cohesive unit and executes tasks according to plan.
	Moderately Effective	1			
	Ineffective	2			
Total			1	G	

Green = 0 - 8
Yellow = 9 - 19
Red = 20+

Vendor Viability Rating Rationale

No rating as no vendors are engaged as the project is in the pre-procurement phase.